

FOURTH SHIFT DAY--28 Feb-5 March

Half-way test will be given Sunday night, March 6, at 7 p.m.
Attendance required; excuses will be given only in the direst
of circumstances, and only beforehand!

Engineering:

review for test: all control rooms, consoles, patchboards,
transmitter readings, procedures. Not included: remote procedure,
sign on and sign off. Know all taping procedure and equipment,
for use within and without the station.

Program:

general outline of chain of command, personnel and positions--
the general delegation of responsibility (This only in general
terms except in such cases as Operations which have been
covered in detail.)
Complete review of programming for week--personnel for prestige
shifts, specials, newscasts, station switching procedure.
review of duties of all positions handled in lectures--execs,
supervisors.

Remember: read the minutes of the general board, executive
board, board of governors, and supe reports. These will be
sources for test material, as will the sales book, FCC license
outline, shift day lecture sheets, and any other posted and
pertinent material.

Heelrs will comb their broadcasts this Saturday; if time
allows, cover the philosophy of combo-ing.

If your day is as yet without a day project, I have several
in mind and will entertain any other ideas.

Seven o'clock Sunday. Good luck.

jim
VC

SECOND SHIFT DAY

I. Program Procedure:

1. Programming for Entire Week
2. Prestige shows and personnel: Dust, Mat, ATB, Retch, Pop, C by R, Hive
3. Sunday Programming: emphasis on why they are Sunday shows
4. Station Switches

II. Engineering

1. Basic Engineering for Both CR's
 2. CR I Cold: announcer controls; power switches; phones; cue; talk-backs; bus patches; tel lines; color code on patch board; basics reviewed
 3. When #2 is down cold: use of second channel (the ways you can use second channel while on the air--they should really get this down) difference between break and bridge patches; air cue, line cue, monitor, audition; four ways of cueing (they had better know this by Saturday HST)
- *En Toto: all basic CR engineering except for remotes.

III. Get started today on your Day Project(s). Combine your knowledge and overview with their fresh ideas. We are looking for really significant accomplishments for these projects.

IV. Quiz

V. A personal and sincere conference with individual heelers. Write up significant remarks in day book. The test and conference should be standard procedure from now until the end of the comp. (Use your own judgment on degree of formality or informality).

SIXTH SHIFT DAY 13-18 MARCH

Engineering:

Signing on and off

all switches--rack power, plates, line switches, Xmas
tree, turntable neutral, channels and monitors
airing 1000 cycles as test; new number for 1000 is
any exchange plus 0960, thus; 562-0960
contents of sign on an sign off tape; should be memorized,
as precaution against tape crump

Procedures in CR III and Studio III--how FM is currently going out

Any questions on engineering in any studio, and on remotes

Programming:

The position of the station in relation to:

1. the Ivy network--the other Ivy stations (and girls' stations), Ivy expansion
2. the state of Connecticut--non-profit corporation; our educational status
 - a. the legal position of the Board of Governors
3. the constitution and by-laws--amendment procedure, voting rights, attendance requirements, quorum

A final reminder, before vacation, of the things which need be done p.d.q., in order to be allowed to come up for election:
licenses; ads. sellsellsellsellsellsellsell
Another requirement, of the projects and activities, which in their incomplete state are worthless as plus points come elections.
projectprojectprojectprojectprojectprojectprojectproject

Remember:

"My vacation tan had nothing to do with my election."

--John V. Lindsay

Programming:

The position of the station in relation to: jim
VC

1. the Ivy network--the other Ivy stations (and girls' stations), Ivy expansion
2. the state of Connecticut--non-profit corporation; our educational status
 - a. the legal position of the Board of Governors

3. the constitution and by-laws--amendment procedure, voting

SECOND SHIFT DAY-- 13-18

I. Programming for the entire week

1. Regular daily programming and personel
2. Particular specials--their content and origins
3. Station switching (where it varies from your day)
4. Sunday programming--its differences from other days and why
5. Prestiege shifts--what, why, and who.
 - a. Mat, Hive, Atb, POP, Retch, Dust.

II. Engineering--review of all three control rooms, as outlined last week

1. Patchboard--complete
 - a. break and bridge patches
 - b. Tel lines
 - c. Bus patches
 - d. Color coding
2. monitor, cue, phones: talkback-gains and use
3. air cue, line cue, audition
4. Secondary means of cueing and talkback
 - a. best know for this Saturday
5. In shoet, all engineering procedures except those outside the station (i.e. remotes)

III. Business review, after last Thursday*s meeting

1. Location and use of rate cards, contracts, time orders, solicitation reports, continuity
2. Selling procedures and package presentation
3. Sources of answers to questions by both heelers and supes--
Sudow, Shen, Edleman, Loebelson

IV. Individual meetings with Supes and quiz

1. Seeds of thought on projects

WUN FAT NIP

Chief strategist for the V.C.

SECOND SHIFT DAY-- 13-18

I. Programming for the entire week

1. Regular daily programming and personnel
2. Particular special--their content and origins
3. Station switching (where it varies from four day)
4. Sunday programming--its differences from other days and why
5. Prestige shifts--what, why, and who.
 - a. Mat, Hive, ACP, POP, Retch, Dust.

II. Engineering--review of all three control rooms, as outlined last week

1. Patchboard--complete
 - a. Break and bridge patches
 - b. Tel lines
 - c. Bus patches
 - d. Color coding
2. Monitor, cue, phones; talkback-gains and use
3. Air cue, line cue, audition
4. Secondary means of cueing and talkback
5. In short, all engineering procedures except those outside the station (i.e. remotes)

III. Business review, after last Thursday's meeting

1. Location and use of rate cards, contracts, time orders, solicitation reports, continuity
2. Selling procedures and package presentation
3. Sources of news to questions by both buyers and sellers

IV. Individual meetings with Supes and quiz

Seeds of thought on projects

WUN FAY HIP

Chief strategist for the V.

evening light
CR/S
CR III
order log

Campus tape →
Sum. UN Report - 6145-7
Mon Focus 6130-7
True Yale Reports
Used Viewpoints
Thur. Goalpost
Sat - Viewpoint repeat

THIRD SHIFT DAY, 20-25 FEBRUARY

I. ENGINEERING

All tape recorders--their use and mis-use.

- a. all patching for on-the-air taping and putting tapes on air.
audition and channels 2 and B
use of rec beep
bus patches to CR III
listening to free tape, and bulking procedure
- b. portable recording
necessary accessories--power cord, phones, mikes, tape
avoiding DC power
levels and monitoring
mike and line in p uts
- c. need of returning equipment and putting tape in correct cabinet, to avoid the Mad Bulker
- d. editing procedure; how to make a silent splice

If time allows, a useful project for teams of heelers would be the making of a tape for Saturday use--undertheme, spot, break, promo, etc.--thus giving both recording and air experience. Also, be sure heelers see and help with taping projects, patching, bulking, riding pot for YCS sessions, etc.

II. PROGRAM

Operations Department--APD/O

1. positions and personnel
2. review of supes duties
3. Traffic manager
 - a. all log procedure--colors, code, procedure for airing spots
4. Continuity--Ivy, et's
5. Arrangement of spots--BTA, program type
6. Public service
7. Topical Timetable

Projects should be crystalizing,

Sales should be mounting

Intelligence should be gathered; one more shift day till half-way test, Prom dates should be referred to the VC for approval.

Anyone who thinks his prom date is better looking than the VC's date will be dropped from the comp immediately.

jim
the Mad Lecher

FIRST SHIFT DAY

I. Review the General Shift Day Procedure: Make sure the heelers know how Supes actually make the station function, or alternatively, poor, sloppy day of broadcasting. Heelers should have an understanding of the importance of such unique institutions as the Supe Report and the daioy supervisor system.

Include: 14 duties of the supervisor, special heeler-assisted functions-- calling personnel, clean-up, telephone answering (proper), pulling Dust, and C by R; continuity checking, food, posters, etc.

Instill heelers with the INITIATIVE TO DO THINGS; if Harry Heeler checks continuity and finds some spot without copy, have him write some up then and there.

II. Explanatory tour of station--including downstairs

III. Program Procedure Lecture:

1. Dities of Supes (see above)
2. Programming and Personnel of the Day
 - a. style and content of each show
 - b. all station switches
3. Explanation of closed circuit radio, diplexer, ~~tuning~~ *tuning boxes*
4. Executive Committee--3 duties of each exec (past and present seven-- chairmen through Davison)

IV. Engineering Lecture

1. CRI, Console, parchboard, and announcer controls (go slow and don't cram)
2. Warning light procedure
3. Engineering do's and don't's for second HST
4. Questions from Chief Engineer's Thursday night lecture

V. Meetings and quiz (not mandatory)

*THE OBJECT OF THIS FIRST DAY SHOULD BE: A well-rounded, captivating, motivating, and ENJOYABLE education for heelers. Try to have some fun in the process.

- a. Control Rooms and Studios I and II, complete: console, patchboards, announcer controls, warning lights (1)
- b. questions and comments re Saturday Broadcasts

These last two sections will be time consuming; go slowly, be sure questions are answered and that equipment and procedures are understood. Today particularly is primarily for information, so supes should be very available for questions, and should impress upon heelers the necessity for initiative and curiosity.

"TUNING OFF"--autobiography of Orville Wright, p. 640.

FIRST SHIFT DAY, 6-11 February 1966

I. General Shift Day procedure for heelers:

- a. 4:00 reporting time
- b. importance of introductions
- c. proper telephone procedure--both lines
- d. calling personnel
- e. pulling records for Stardust and Classics by Request
 1. filing same
- f. checking continuity
- g. food runs
- h. cleaning

II. Program Procedure

- a. all duties of supervisors
- b. Programming and Personnel of the Day
 1. particular content of each show, and program theory of FM, 640, and 540; simulcasting and station switches
 2. News--sources and make-up, UPI procedure
 3. Present and past Executive Committees, and duties of all members.

III. Complete Tour of the station, including ~~R~~-mitter Room, in conjunction with:

IV. Engineering Lecture

- a. Control Rooms and Studios I and II, complete: console, patchboards, announcer controls, warning lights (!)
- b. questions and comments re Saturday Broadcasts

These last two sections will be time consuming; go slowly, be sure questions are answered and that equipment and procedures are understood. Today particularly is primarily for information, so supes should be very available for questions, and should impress upon heelers the necessity for initiative and curiosity.

"WE'RE OFF!"--autobiography of Orville Wright, p.640.

II. Program Procedure

- a. all duties of supervisors
- b. Programming and Personnel of the Day **jim, VC**
 1. particular content of each show, and program theory of FM, 640, and 540; simulcasting and station switches
 2. News--sources and make-up, UPI procedure
 3. Present and past Executive Committees, and duties of all members.

III. Complete Tour of the station, including ~~R~~-mitter Room,